



DISCIPLINARY PROCEDURES

8 OCT 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

Course Overview

This programme is designed to assist participants to understand the procedural aspects to be followed in enforcing disciplinary actions at the workplace. Participants upon completion of this course would be able to handle disciplinary issues, recommend and enforce appropriate disciplinary action while complying with the best practices and in accordance to the law. During the course of this programme the Trainer would share numerous Court decisions pertaining to this. Case studies and group discussions will be utilized to promote hands-on experience.

Who Should Attend

- Department Leaders
- Executives
- Line Managers
- Legal & Compliance

Learning Outcomes

- Identify common types of disciplinary issues at the workplace
- Recognize minor and major misconduct
- Understand proper reporting procedures and organizational responsibilities in handling disciplinary issues

Course Registration :



<https://forms.office.com/r/nJ6FXBiaG8>

RM1,000*

(Price Inclusive of 8% SST)

HRDC Claimable*



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

Time	Agenda
9 AM - 10.30 AM	MODULE 1 : 1. What is Discipline 2. Handling Discipline 3. Duties and Obligations of an Employer & Employees
10.30 AM - 10.45 AM	Break
10.45 AM - 1.00 PM	MODULE 2 : Various types of Misconduct including; 1. Absenteeism, Malingering, Tardiness 2. Abuse of Sick Leave 3. Fraud, Cheating, False Claim 4. Theft, Insubordination, Assault 5. Abusive language, Drug Use 6. Sexual Harassment 7. Cyber Misconduct
1.00 PM - 2.00 PM	Lunch Break
2.00 PM - 4.00 PM	MODULE 3 : 1. Breach of contract - Section 15(2) EA 1955 2. Issues relating to Condonation 3. Disciplinary Procedures and the "Due process" requirement under the law: 4. Investigation Process 5. Show Cause Letter
4.00PM - 5.00 PM	MODULE 4 : • Drafting of Charge sheet • Understanding of Domestic Inquiry • Punishments to be Imposed • 'Criminal' Misconduct • Group Discussion
5.00 PM	Session Ends

Trainer Profile



SACHA MARIA ALOYOUS ALFRED

In 2014, Sacha achieved a Second Upper LLB (Hons) from the University of Hertfordshire and went on to obtain the Certificate in Legal Practice. Whilst doing so, she completed internships at Dennis Nik & Wong, Raja Darryl & Loh and Adnan Sundra & Low, besides working as a paralegal in Raja Darryl & Loh. Engaging actively in mooting throughout her university tenure, Sacha won all the competitions she signed up for in her final year, eventually being titled the "best mooter". She then completed her pupillage at Azim Tunku Farik & Wong in 2018 and was called to the Bar in January 2019 as an advocate and solicitor.